

11 May 1951

~~CONFIDENTIAL~~

PDC MEMORANDUM No. 51-15

SUBJECT: Inventory of Documents, COB 11 May 1951

1. The Personnel Director has directed that an inventory be taken of ALL documents in this Division as of COB 11 May 1951.
2. This inventory will be taken beginning 8:30 AM, Saturday, 12 May 1951 and must be completed in time to furnish the Personnel Director a copy of the complete inventory by 8:30 AM, Monday, 14 May 1951.
3. Branch Chiefs will designate sufficient individuals to accomplish this inventory. A form is provided, which will be typed in triplicate, with two copies to be delivered to the Chief, PDC, when completed.
4. Beginning with the week ending 12:00 noon Friday, 18 May 1951, and weekly thereafter, a report will be prepared on a form to be provided, listing the following:
 - a. Cases, by names, which have been in this Division for five (5) days or more. (Exception: New applicant files on which all action has been taken by PDC and Classification & Wage Administration Division and on which security clearance is yet to be received, or where the applicant is awaiting EOD.)
 - b. The type of action involved
 - c. The reasons why the action has been retained for the period involved
5. This report will be submitted, in duplicate, to the Chief, PDC, not later than 3:00 PM each Friday.
6. The inventory and weekly reports are designed to expedite completion of actions. Unjustified delays in processing of documents will receive the personal attention of the Personnel Director.

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 Chief, Personnel Division (C)

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